



HUMAN RESOURCES OFFICE BULLETIN

To all employees serviced in the Jacksonville area

ISSUED BY: HUMAN RESOURCES OFFICE JACKSONVILLE

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EXPANDED USE OF SICK LEAVE FOR FAMILY CARE PURPOSES

Beginning 20 June 2000, most Federal employees may use a total of up to 12 weeks of sick leave each leave year to care for a family member with a serious health condition. If an employee previously has used any portion of the 13 days of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 13 days in the same leave year for general family care purposes. An employee is entitled to a total of 12 weeks of sick leave each year for *all* family care purposes.

“Family member” is defined as:

spouse, and parents thereof;
children, including adopted children, and spouses thereof;
parents;
brothers and sisters, and spouses thereof; and
any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The term “serious health condition” has the same meaning as used in OPM’s regulations for administering the Family and Medical Leave Act of 1993 (FMLA). That definition includes such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer’s disease, pregnancy, and childbirth. The term “serious health condition” is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise. Medical certification of a serious health condition may be required.

The same limitations apply to the use of sick leave to care for a family member with a serious health condition as apply to the use of sick leave for general family care or bereavement purposes. A covered full-time employee may use 40 hours of sick leave each leave year for these purposes. An employee may use additional sick leave for general family care or bereavement purposes or to care for a family member with a serious health condition if he or she maintains a balance of at least 80 hours of sick leave in his or her account. Only the first 40 hours of sick leave (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty) may be advanced.

For additional information, please contact your servicing Labor Relations Specialist or access OPM’s website for a comprehensive list of questions and answers on this subject. The web address is: <http://www.opm.gov/oca/LEAVE/html/slQ&A.htm>